



**BOARD OF COUNTY COMMISSIONERS**  
**WARREN COUNTY, OHIO**  
406 Justice Drive, Lebanon, Ohio 45036  
[www.co.warren.oh.us](http://www.co.warren.oh.us)  
[Commissioners@co.warren.oh.us](mailto:Commissioners@co.warren.oh.us)

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OFFICE OF MANAGEMENT AND BUDGET

**ONE POSITION AVAILABLE**

JOB CLASSIFICATION TITLE: BENEFIT RECOVERY AND  
SNAP E&T SPECIALIST

DEPARTMENT: DEPARTMENT OF JOB AND  
FAMILY SERVICES, HUMAN  
SERVICES DIVISION

PAY RANGE: 14

PROBATIONARY RATE: \$21.48 - \$24.48 PER HOUR

SCHEDULED HOURS: 40 HOURS PER WEEK

CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM  
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF  
TIME NOT LESS THAN SEVEN (7) CONSECUTIVE  
CALENDAR DAYS, BEGINNING FEBRUARY 24, 2025

VISIT [WWW.CO.WARREN.OH.US](http://WWW.CO.WARREN.OH.US) AND COMPLETE THE APPLICATION AS  
FOLLOWS: CLICK ON JOB OPPORTUNITIES THEN CLICK ON WARREN  
COUNTY APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR  
DESKTOP AND EMAIL THE COMPLETED APPLICATION TO:  
[WCCOMMAPP@CO.WARREN.OH.US](mailto:WCCOMMAPP@CO.WARREN.OH.US) PLEASE CONTACT SUSAN SPENCER  
WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.

WARREN COUNTY IS AN EQUAL  
OPPORTUNITY EMPLOYER

# YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

## PERKS & BENEFITS WORKING FOR WARREN COUNTY



### WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



### PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



### BENEFITS

- Health Insurance\*



### RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System\*

**Health Insurance** - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$310 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

**Retirement** - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT [WWW.CO.WARREN.OH.US](http://WWW.CO.WARREN.OH.US) FOR ALL JOB POSTINGS.  
QUESTIONS CALL: SUE SPENCER 513.695.1747

# WARREN COUNTY COMMISSIONERS POSITION DESCRIPTION

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Department:	Warren County JFS, Division of Human Services	Employee:	
Class Title:	Benefit Recovery and SNAP E&T Specialist	Position Title:	Benefit Recovery and SNAP E&T Specialist
Class Number:	30141	Reports to:	ER Supervisor I
Probation:	365 Days	FLSA:	Non-exempt
Civil Service Status:	Classified	Lunch:	Unpaid
Employment Status:	Full Time	Pay Range:	14

## **SUMMARY OF ESSENTIAL DUTIES**

The Benefit Recovery and SNAP E&T Specialist is responsible for managing the receipt, processing, investigation, and recovery of overpayments in public assistance programs. This includes maintaining accurate financial records, conducting investigations, communicating with clients and external entities to gather necessary information, ensuring compliance with relevant regulations, and addressing overpayment issues. The Benefits Recovery & SNAP E&T Specialist also coordinates with clients to facilitate participation in employment and training programs and tracking their progress toward employment.

## **MINIMUM QUALIFICATION**

**Education:** This position requires the completion of a relevant two-year college degree or its equivalent. Relevant areas of concentration include Criminal Justice, Sociology, Social Work or other related field.

**Experience:** Or education, training and/or experience in an amount equal to the Minimum Qualifications state above. At least one (1) year of experience as Eligibility Referral Specialist is preferred.

**Other Requirements:** Knowledge of Ohio Benefits is preferred, but not required. A valid driver's license is required, and the candidate must be able to provide a copy if requested by the Department Head or Supervisor.

## **UNUSUAL WORKING CONDITIONS/HAZARDS**

The position requires no unusual physical effort. Occasional walking, standing, bending, or lifting light objects is required. The incumbent works in an office setting where the probability of injury is low.

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## ESSENTIAL FUNCTIONS

1. Take receipt of incoming payments for overpayments, balance, and enter/update information in Ohio Benefits.
2. Maintain both hard copy and electronic overpayment case files, ensuring accuracy and accessibility.
3. Balance recovery account adjustments, including errors, state offsets, and recoupments.
4. Receive, screen, and enter complaints for EDP or IPV cases into Ohio Benefits and track them for quarterly BPI inquiries.
5. Conduct electronic investigations to substantiate overpayment claims by reviewing records and gathering necessary documentation.
6. Communicate with external parties (e.g., employers, schools, banks) via phone, email, and mail to request additional information.
7. Issue subpoenas to external parties (e.g., employers, schools, banks) to gather information for investigations.
8. Compute overpayment claims by gathering and analyzing earned and unearned income data.
9. Complete necessary forms to send overpayments to the state, ensuring all documentation is accurate and up to date.
10. Write a summary for each overpayment case, detailing the situation and the determination for future review.
11. Prepare and send demand letters to clients, informing them of the overpayment and response timelines before collections proceed automatically.
12. Facilitate client referrals to other agencies as needed for work participation and support.
13. Complete assessments for clients who volunteer for employment and training programs, screening for barriers or exemptions.
14. Track attendance for participants while they are completing training classes.
15. Complete in-person exit interviews with clients and instructors after the completion of classes.
16. Assign clients to work assignments as needed to meet program requirements.
17. Track the status of participants until they are adequately employed, ensuring their progress is documented and supported.
18. Demonstrate regular and predictable attendance.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge**

- **Financial Procedures:** Understanding of payment processing, recovery accounts, and financial systems.
- **Public Assistance Systems:** Knowledge of Ohio Benefits, as well as state and federal guidelines

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related to public assistance.

- **Legal and Compliance:** Understanding of relevant laws and regulations regarding overpayments, fraud detection, and recovery processes.

### Skills

- **Communication:** Strong verbal, written, and electronic communication skills for interacting with clients and co-workers.
- **Investigation:** Ability to conduct thorough investigations using electronic systems and manual documentation to substantiate claims.
- **Organizational Skills:** Strong organizational skills to manage and maintain both physical and electronic records.
- **Mathematical Skills:** Ability to perform accurate calculations related to income verification and overpayment determination.
- **Time Management:** Ability to prioritize tasks and manage multiple cases in a fast-paced environment.

### Abilities

- **Detail-Oriented:** Ability to ensure accuracy in calculations, documentation, and communication.
- **Problem Solving:** Ability to address issues related to overpayments and work with clients to resolve discrepancies.
- **Client Interaction:** Ability to communicate effectively with clients, external organizations, and internal departments, even in difficult situations.
- **Documentation:** Ability to maintain clear, accurate, and comprehensive documentation for all overpayment cases.

This role is ideal for individuals with strong investigative skills, attention to detail, and a solid understanding of public assistance systems, who are comfortable working in a financial and compliance-oriented environment.

*This position description in no manner states or implies that these are the only duties and responsibilities of a Benefit Recovery and SNAP E&T Specialist. My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most recent copy of the Warren County Commissioners Personnel Policy Manual.*

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Employee's Signature

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Date

**WARREN COUNTY COMMISSIONERS  
POSITION DESCRIPTION**

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**Signature of Agency Representative and Title**

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**Date**